



Handcross Bows Club Privacy Policy

Our contact details

Name: Handcross Bows Club

Address: High Street, Handcross, West Sussex, RH17 6BJ

E-mail: handcrossbowsclub@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Name
- Address
- Landline
- Mobile
- Email
- Next of Kin Contact

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reason:

- To provide our bowling club members with contact information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting:**

Club Secretary
Handcross Bowls Club
High Street
Handcross
West Sussex
RH17 6BJ

- (b) We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep Name for a 5 year period.

We keep Address for a 5 year period.

We keep Landline for a 5 year period.

We keep Mobile for a 5 year period.

We keep Email for a 5 year period.

We keep Next of Kin Contact for a 5 year period.

We will then dispose of your information by removing it from the club database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at:

Club Secretary
Handcross Bowls Club
High Street
Handcross
West Sussex
RH17 6BJ

if you wish to make a request.



Dated: 1st April 2022

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at :

Club Secretary
Handcross Bowls Club
High Street
Handcross
West Sussex
RH17 6BJ

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



Dated: 1st April 2022